**Strategies for Success**

[**http://www.studygs.net/**](http://www.studygs.net/)

Note taking:

1. Listen carefully to the teacher, but only take notes on important bullet points and any details that help you remember a main point. Ask the teacher to slow down if necessary
2. When class is over you can go home and re visit your notes. Color code your notes. In blue/black are the notes you took in class. In red are the notes/comments/thoughts you have added later in retrospect.
3. Use abbreviations for words that repeat themselves in the unit. For example: if in this unit we are discussing people, departments and industry- abbreviate by using ppl, depts, ind. Include a word key at the top of your paper so you can remember.

Using your planner:

1. Place due assignments and then assign nights where you will work on those assignments. That way you organize yourself and plan your work accordingly so you are not overwhelmed.

Index cards

* Notes
* Thoughts
* Comments
* Questions
* Memorization
* Definitions
* Acronym words, acronym sentences,

References:

Dictionary: used to understand a word which you are unaware of.

Thesaurus: synonyms- used to find words that can replace the current word you have. It can be used to enhance your writing.

Atlas: maps